



CITY OF BURLINGTON

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Minutes City of Burlington Plan Commission Police Dept. Courtroom June 12, 2012, 6:30 p.m.

Mayor Robert Miller called the Plan Commission meeting to order this Tuesday evening at 6:30 p.m. Roll call: Alderman Robert Prailes; Commissioners Darrel Eisenhardt, Chris Reesman and John Lynch; Commissioner Michael Deans and Town of Burlington Representative Phil Peterson were absent. Also present was City Administrator Kevin Lahner and Zoning Administrator Patrick Scherrer.

APPROVAL OF MINUTES

Commissioner Lynch moved and Commissioner Vos seconded to approve the minutes of May 8, 2012. All were in favor and the motion carried.

CITIZEN COMMENTS

None

LETTERS & COMMUNICATIONS

None

PUBLIC HEARINGS

A. A Public Hearing to hear public comments regarding a Conditional Use Application from Kami Jo Miller of Heavenly Cup, LLC for property located at 1054 Milwaukee Avenue to use for a drive-thru coffee kiosk.

- Mayor Miller opened the public hearing at 6:34 p.m.
- There were no comments. Commissioner Prailes moved and Alderman Vos seconded to close the Public Hearing at 6:35 p.m. All were in favor and the motion carried.

OLD BUSINESS

None

NEW BUSINESS

A. Consideration to approve a Conditional Use Permit and Site Plan Application from Kami Jo Miller of Heavenly Cup, LLC for property located at 1054 Milwaukee Avenue to use as a drive-thru coffee kiosk.

- Commissioner Eisenhardt inquired as to whether the kiosk would be placed upon a trailer. Kami Jo Miller of Heavenly Cup informed him that it would be.
- Kami Jo Miller stated that she would eventually like to hook up to sewer and water.
- Building Inspector Patrick Scherrer stated that the traffic flow pattern is being worked out with the engineers.
- Commissioner Lynch inquired as to the number of allowable cars that can be staged and City Administrator Kevin Lahner stated that the requirement is five cars.
- Commissioner Lynch further inquired as to what would become of the building should the coffee kiosk go out of business. City Administrator Lahner stated that there could be a time limit placed on the Conditional Use Permit for removal of the building.
- Commissioner Vos inquired about signage along Milwaukee Avenue and Building Inspector Scherrer stated that there will be signage on the building only.
- Commissioner Lynch stated that the parking lot is being asphalted and striped right now.

Commissioner Lynch moved and Commissioner Vos seconded to approve a Conditional Use Permit and Site Plan for 1054 Milwaukee Avenue, subject to Kapur & Associates' June 6, 2012 and Patrick Meehan's May 21, 2012 memorandum to the Plan Commission along with a 120 day time limit for the kiosk to be removed should the business close. The stipulations in the memorandums are as follows:

- Permanent Marking of Off-Street Parking Stalls: Pursuant to the requirements of Section 315-48(G) of the Zoning Ordinance, all off-street parking areas serving five or more vehicles shall have all parking stalls permanently marked by painted lines or other approved material, and said marking shall be maintained so as to be legible at all times. In order to meet these requirements, all off-street parking spaces (including any of those provided to serve persons with disabilities) shall meet this requirement.
- Parking for Persons with Disabilities: The total number of off-street parking spaces to be provided on Lot 1 for persons with disabilities shall be one (1) space which shall be marked to meet those dimensional requirements of Section 315-48(H) of the City Zoning Ordinance. A revised Site Plan shall be submitted to the City staff which indicates that this requirement is met.
- Outdoor Storage, Location, and Screening: Section 315-26(M) of the City Zoning Ordinance indicates a number of requirements for outdoor storage in the B-1 District. The applicant has not indicated if outdoor storage is proposed. If outdoor storage is not proposed, then the applicant needs to indicate on the face of the Site Plan "NO OUTDOOR STORAGE IS APPLIED FOR" accordingly and a revised Site Plan submitted. However, if this should change in the future, the applicant shall meet all of

the requirements of Section 315-26(M) of the City Zoning Ordinance regarding outdoor storage.

- Trash pick-up at the kiosk shall be on a daily basis and all trash shall be removed from the premises.
- Arrows designating the traffic flow patterns for each of the two proposed drive-thru lanes shall be marked/painted upon the paved, parking lot area.
- The Plan Commission is to determine the hours of operation of the kiosk.
- A curb or some other barrier will need to be provided so that traffic do not cut directly across the parking lot. A revised traffic flow plan with pavement markings and lanes is needed.
- The final site plan shall have details on the sewer and water connections, material type, size and location of connections to the public utilities with restoration and sidewalk replacement as part of the utility connections. Details are required on the construction plan submittal.
- A permit is required from the Department of Public Works prior to working within the Right-Of-Way.
- The sanitary lateral is required to tap directly to the existing sanitary sewer line and not make a direct connection to the manhole.

All in favor and the motion carried.

ADJOURNMENT

Commissioner Vos moved and Commissioner Eisenhardt seconded to adjourn the meeting at 6:46 p.m. *All were in favor and the motion carried.*

Recording Secretary
June E. Bobier
Administrative Assistant